

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
HEALTH and SAFETY DEPARTMENT

JOB CLASSIFICATION: OFFICE TECHNICIAN (TYPING)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Responsible for the organization and daily operation of the Health and Safety Office.

Performs a variety of both general office work and complex duties. Is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks and to maintain confidentiality. Required to access secured area independently to complete specific job related duties.

35%

HEALTH AND SAFETY OFFICE MANAGEMENT

Communication: **Handle all incoming communication** (in person, telephone, e-mail,) for the department. **Take, and screen messages.** Have working knowledge of department and facility activities, policies and procedures in order to process or refer items. **Maintain knowledge of current office procedures; grammar usage, and formats** for reports, letters, and memos.

Document/Report Preparation: **Prepare and route all correspondence,** including but not limited to: memos, letters, EDIT findings, and Environmental Health Survey findings. Assist in preparing various documents and reports as needed.

Calendar/Schedule: **Prepare and maintain a monthly office appointment schedule and annual calendar** to track meetings, appointments, reports, projects and events. **Schedule meetings and distribute schedules. Reserve conference rooms.**

Account Manager: Attend monthly TSD Account Manager meetings and inform Health and Safety Officer of current topics. Carry out functions assigned to Account Managers from TSD.

Cal-OSHA: Assist and prepare necessary documentation for reporting required work-related incidents to Cal-OSHA. Follow all procedures in the event of a Cal-OSHA site visit. Maintain proper documentation for files.

Safety Action Requests: Maintain records of all incoming Safety Action Requests and the responses/outcomes of each.

Special Assignments: Participate in special assignments and other duties as requested or assigned by the Health and Safety Officer.

35%

PAPERWORK MANAGEMENT

Meeting Minutes: **Prepare, take, distribute and file meeting schedules, agendas and complex minutes** for the Environment of Care Process Management Team, Area Specific Health and Safety Coordinators, Injury and Illness Prevention Committee, and other work groups as necessary. Reserve meeting rooms.

Files: **Set up and maintain the filing systems** for the Health and Safety Department. At least annually, purge files from the office and basement and relocate archive files to the basement.

Mail/Reproduction/Form Preparation: **Open, date stamp, route and distribute incoming/outgoing mail daily. Prepare forms** (inspection, travel requests, claims, training expenditures and work orders). **Photocopy** items and/or prepare material for bulk reproduction.

Timekeeping: **Perform timekeeping duties** for the department including preparation of the sign-in sheets, tracking time usage, completion of timesheets (Std. 634).

Purchases: **Order supplies** from the storeroom and other supplies, subscriptions, materials and equipment from outside sources. Prepare all necessary documents for office procurement needs. Maintain a tracking log of each purchase order, dollar amount, and fund (object code) and a subscription log with renewal dates and prices.

30%

PROGRAM COORDINATION

Defensive Driver Training: Coordinate On Line Defensive Driver Program. Liaison with Office of Risk and Assurance Management and Information Technology to assure continuity of access to Program. Obtain and distribute needs assessment lists to Programs/Departments. Respond to staff questions and problems. Complete annual state agency Defensive Driver Training Report for Office of Risk and Insurance Management (ORIM).

Assist participants in completion of required forms, process certificates and forward to Training Department. Enter participants in Pull Program, review records for compliance with AD 908, and prepare and distribute Defensive Driver Permits. Notify supervisors and employees when criteria for permit is not met.

Monitor certified drivers through the DMV Pull Program and notify employees and supervisors when a change in driving status affects the employees driving privileges.

DMV On Line

Responsible for implementation of program and monitoring current status of qualified drivers.

Maintain program and system in accordance with DMV confidentiality criteria. Resubmit application for continuance of program as required by DMV. Reconcile facility list with DMV list at least annually.

Enroll new staff in the program and notify employees and supervisors of status changes, which affect driving privileges.

Vector Control Program: Coordinate the Vector Control Program. Receive and log reports of pest issues. Order and issue pest control products and appropriate Safety Data Sheets (SDS). Maintain SDS binder and inventory of all products used by the contractor and update on a quarterly basis. Arrange for technician escort from involved areas during service calls. Maintain log reports of regularly scheduled and as-needed services.

Function as the Contract Coordinator for all Vector Services. Prepare and maintain all aspects of the current contract and work with Contract Personnel as appropriate. Revise contract on an annual basis and evaluate services annually. Organize and lead tour for prospective bidders of areas scheduled to be treated. Obtain necessary background information on all service individuals accessing the facility and forward to necessary departments for processing. Schedule orientation sessions and regular service visits. If necessary, carry out the process to cancel the contract in conjunction with Contract Personnel.

2. SUPERVISION RECEIVED

Staff Services Manager I (Health and Safety Officer)

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Contemporary office methods, supplies and equipment; business English and correspondence; principles of effective training.

ABILITY TO: Independently perform difficult clerical work; including ability to spell correctly; use proper English; make arithmetical computations; operate various office machines; follow oral and written directions; follow oral, written directions, evaluate situations accurately, and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports, graphs and spreadsheets and keep difficult records; meet and deal tactfully with others, apply specific laws, rules, regulations, policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively support a safe and hazard free workplace through practice of established safe work habits and vigilance in the identification of safety and security hazards.

CPR

Facility Option

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Facility Option

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Ability to maintain confidential information.

Ability to retrieve data from WCCMS and produce reports.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Knowledge of Environment of Care Issues
Fundamentals of Health and Safety
Motor Vehicle Code – specific sections only

6. LICENSE OR CERTIFICATION

Not Applicable

7. TRAINING - Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date